

Administrative Procedure 434

REPLACING ADMINISTRATORS DURING THE SCHOOL YEAR

Background

When an administrative vacancy in a school occurs during the school year the Chief Superintendent may fill the vacancy from within the school, from within the Division or from outside the Division.

Procedures

1. If the vacancy is to be filled from within the school, the Principal along with the Deputy Superintendent, Leadership Support Services, will direct the selection process. In the case of the Principal's absence, the Deputy Superintendent, Leadership Support Services, will direct the selection process.
 - 1.1 The teachers in the school will be advised of the opening and given a description of the requirements for the position. Eligible staff within the school will be invited to apply.
 - 1.2 The Principal, with a selection team, will short list and interview the applicants.
 - 1.3 The Principal will make a recommendation from the applicants or recommend the position be filled from outside of the school.
 - 1.4 The Principal will notify the Deputy Superintendent, Leadership Support Services, of the recommendation.
 - 1.5 If the absence is from 6 – 15 days (up to 4 complete weeks), the Deputy Superintendent, Leadership Support Services, and the Principal may forego the aforementioned application and interview process by assigning an internal replacement.
2. In the case of the appointee being new to the principalship or the assistant principalship during the school year, the individual will be in an acting capacity for the period of time the Principal or Assistant Principal will be away or until the end of that school year, whichever occurs first.
3. The Chief Superintendent will make the designation and assignment of the acting administrator.
4. In the temporary absence of the Principal from the school and where no Assistant Principal is present in the school, a teacher shall be assigned the Principal's role.

Adopted: April 3, 2000
Reviewed/Revised: December 4, 2000, June 17, 2002, June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 197, 198, 199, 202, 203, 205, 222
Alberta Human Rights Act
Employment Standards Code
Labour Relations Code